

For Ph.D. Candidate
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No. R-Ph.D./Convocation/ A/

Dated :

To

Sub : University Convocation, 2017

Sir/Madam,

I am to inform you that the coming Convocation of the Burdwan University will be held on December 1st, 2017 at the **Sanskriti Lokmancha**, Court Compound.

If you intend to attend the above Convocation you may apply to the undersigned in the prescribed form as per proforma enclosed herewith.

Completed application along with a self-addressed stamped envelope (11"×5") and a photocopy of the student's registration Certificate should reach the office of the Registrar (Ph.D. Section) positively by 25.11.2017.

Yours faithfully,

Jt. Registrar



Dated :

To
The Jt. Registrar
The University of Burdwan
P.O.-Rajbati, Dist.-Burdwan
West Bengal-713104



Sub : Registration for attending the ensuing University Convocation on 01.12.2017

Sir/Madam,

With reference to your letter no. R-Ph.D./Convocation/ A/ dated.....
I beg to inform you that I am a recipient of Doctoral Degree and intend to attend the above Convocation to be held on December 1st, 2017

My name may please be included in the list of intending candidates for attending the Convocation.

Particulars are given below :

1. Name in block letters :
2. Name in Bengali version :
3. Ph.D./D.Sc./D.Litt. degree awarded : Arts/Science/Medicine (.....)
(Subject)
4. Date of award :
5. University Registration Number and the year of
Registration (Registration as a student of this University :
(Photo-copy and attested copies should be submitted)
6. Present mailing address for communication and Mobile no. :
7. Photo-copy of the Provisional Certificate (Ph.D./D.Sc./D.Litt.) :
8. A self-addressed envelope (11"×5") and recent Passport photo
(two copies) are enclosed :

Yours faithfully,

(Full signature of the applicant)